

Franklin County Department of Human Resources  
Internal Bid Sheet

Name (Print): \_\_\_\_\_ Date of Request: \_\_\_\_\_  
Current Classification: \_\_\_\_\_ Work Telephone #: \_\_\_\_\_  
Present Agency/Department: \_\_\_\_\_ Present Unit: \_\_\_\_\_  
Position Requested: \_\_\_\_\_

Job Title: \_\_\_\_\_  
Position Control Number: \_\_\_\_\_

*Outline briefly how you meet the minimum qualifications listed on the posting:*

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Note: A resume must be attached to be considered. If an employee does not meet the minimum qualifications of the position, the employee will not be considered.

**STATEMENT FOR EXEMPT POSTED POSITIONS ONLY**

I, \_\_\_\_\_, desire promotion to the exempt classification of \_\_\_\_\_. I understand and acknowledge the fact that by accepting this promotion I may lose my certification status, and will become a provisional employee again until such time when I am certified again.

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Signature of Employee

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Date

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**Human Resources Use Only** - to be checked by Personnel Officer or Personnel Administrator or Human Resources staff only.

- ( ) Application Being Considered  
( ) Application Not Being Considered

- ( ) Education  
( ) Experience  
( ) Serving Probationary Period  
( ) Other

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Human Resources Staff Signature